

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

January 24, 2008

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TITLE:	Family Resource Specialist Supervisor
POSITION:	00270
LOCATION:	Child & Family Services Division, Billings
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$33,930 - \$42,413 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., February 7, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Resume required at time of application. References in the community, such as providers and previous employers, will be contacted as part of the reference process.

CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

The successful applicant will be required to sign a Driving Records Release Form.

TYPICAL DUTIES: This position provides policy and program implementation, case consultation and supervision; supervises foster parent, adoptive parent, recruitment and training programs; performs personnel management activities; administers, delivers, and coordinates Family Resource Specialist training;

AN EQUAL OPPORTUNITY EMPLOYER

provides policy training to staff; represents the department at the community level; identifies and resolves community/agency conflicts; and performs personnel and budgetary administrative functions. This position directly supervises seven staff (six Family Resource Specialist positions and one Administrative Assistant position).

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

Knowledge: Thorough knowledge of the philosophy, principles, and practices of social welfare including professional methods and techniques of counseling and social casework as related to specific field or assignment; laws, rules, and practices relating to the provision of social services by federal and state government; adult learning methods; and supervisory techniques.

Skills: Skill in crisis management; problem solving; mediation; and in the use of a personal computer and basic software such as word processing, spreadsheets, database programs, internet, and e-mail.

Abilities: Ability to work independently; make objective decisions in crisis situations; plan, supervise, direct, and support the activities of a group of professional and clerical personnel; deal/interact successfully with individuals and groups of all types; and present ideas clearly, concisely, and effectively orally and in writing.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in Social Work, Psychology, Sociology, or Human Service related field **AND** three years job related experience including one-year supervisory experience **OR** Bachelor's degree in an unrelated field may be considered with a minimum of five years child protective services experience which must include at least one year of demonstrated leadership ability.

Demonstrated leadership ability may include, but is not limited to: chair/leader of foster care review committee, chair/leader of child protection team, lead worker in work unit, facilitator of kids management authority or community forum, organizer of community project(s), or mentor for new staff.

Demonstration of an established, year-long pattern of seeking, accepting and acting in roles of increased responsibility will count as demonstrated leadership ability.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev. 6/91 or 12/93);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any course work at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts, you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena, MT 59604; OR if unforeseeable circumstances occur, transcripts may be submitted at time of interview;**
4. Resume required at time of application; and
5. Supplement questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits include a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire**, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with the driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of

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'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services

TITLE: Family Resource Specialist Supervisor

POSITION: #00270

LOCATION: Child & Family Services Division, Billings

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. What do you perceive to be the basic functions of a social worker supervisor? Please discuss your own strengths and weaknesses in light of these basic functions.